

## **FORM SUBMISSION REQUIREMENTS**

All agencies must submit an original and two copies of their budget requests to John Pirro, DBM Director of Finance and Administration, 45 Calvert St., Room 170, Annapolis.

All agencies must submit the following forms by their scheduled budget submission date. Please note forms must be at the same level of detail as the budget submission:

(Agency Check List)

Form 1	All Agency, Unit and Program Summaries	_____
Form 2	Added Justifications and Supplementary Textual Material (including the Special Appendices Data)	_____
Form 2A	Health Benefits	_____
Form 3A	Budget Estimates for non-General Fund revenue	_____
Form 8	Motor Vehicle Operation & Maintenance <i>email to Kurt Stolzenbach: <a href="mailto:kstolzen@dbm.state.md.us">kstolzen@dbm.state.md.us</a></i>	_____
Form 8AF	Motor Vehicle Operation & Maintenance, Alternative Fuel <i>email to Kurt Stolzenbach: <a href="mailto:kstolzen@dbm.state.md.us">kstolzen@dbm.state.md.us</a></i>	_____
Form 20	Appropriation Statement for non-General Fund revenue	_____
Form 22	Contractual Employees	_____
Form 23	Schedule of Contracts/Interagency Agreements	_____
Form 24	Schedule of Real Property Leases	_____
Form 25A	Pay Plan Adjustment or New Classification Request: justification	_____
Form 25B	Pay Plan Adjustment or New Classification Request: details	_____
Form 27	Indirect Cost Recovery and Reversion Reporting	_____

Agencies should use the forms that are on the Department of Budget and Management website at [www.dbm.maryland.gov](http://www.dbm.maryland.gov) - click on Budget.

All MFR submission requirements including program descriptions and program performance discussions are explained in the Managing for Results section of these instructions. MFR documents must be submitted using WORD and the standard template.